

2019

HOSPITAL PRESUMPTIVE ELIGIBILITY *Training Manual*



With Hospital Presumptive Eligibility (HPE), an individual can be temporarily enrolled in Utah Medicaid if they are determined presumptively eligible.
State of Utah

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UTAH DEPARTMENT OF
HEALTH
MEDICAID
A Bridge to Wellness for Utah's Vulnerable

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PART 1 – General Information

Section 1: What Is Hospital Presumptive Eligibility (HPE)?

- HPE is a temporary Medicaid coverage for individuals determined presumptively eligible by a qualified HPE hospital.
- The two departments that oversee the programs are the Utah Department of Health (DOH) and the Department of Workforce Services (DWS). DOH is responsible for policy, training, procedures and accuracy of the HPE programs, while DWS is responsible for the eligibility systems and ongoing Medicaid coverage.
- DOH issues Memorandum of Agreements (MOA) between DOH and hospitals throughout the state to administer the HPE program. Only hospital staff who are trained on the HPE process by DOH can determine HPE eligibility.
- Applicants can apply for HPE through any qualified hospital.

Section 2: Contact Information

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Section 3: Resources

- For questions regarding policy, procedure, trainings or to order applications or other documents email hpepolicy@utah.gov.
- Unless you approve the HPE application online through the Presumptive Eligibility Portal (PEP), send all applications (both approved and denied), including ALL pages to DWS at: hospitalPE@utah.gov.
- **To verify client eligibility:**
 - Access the Eligibility Lookup Tool: <https://medicaid.utah.gov/eligibility> or
 - Call Medicaid at (801)538-6155 or 1-800-662-9651.
 - Enter the client ID number and use the HPE determination date as the date of the medical service received. If the client is eligible, the system will give the medical program type, health plan, co-pay, mental health coverage information, and third party liability information.

PART 2 Policies and Procedures

Section 1: Terms of Agreement

- All HPE hospitals must agree to follow the State's policies and procedures. DOH will provide HPE staff with information on all policies and procedures related to HPE.
- DOH will monitor HPE determinations. If a hospital is not making determinations in accordance with DOH's policies and procedures, DOH will provide additional training or other forms of corrective action before disqualifying the hospital. Performance standards require HPE staff to achieve an accuracy rate of at least 85% of the HPE determinations made. Accuracy is measured by how accurate the determinations are based on the information provided by the client.
- All HPE hospitals must have a Memorandum of Agreement (MOA) with DOH.
- All HPE staff must be trained by DOH on the HPE process before determining eligibility. Training conducted by fellow staff does not meet this requirement.
- All HPE hospitals must notify DOH when a new staff member is hired to determine HPE eligibility. DOH will schedule and provide training accordingly.
- All HPE hospitals must notify DOH within five business days when any HPE staff change job responsibilities or terminates employment.
- All HPE staff are required to check current Medicaid eligibility for all HPE applicants prior to making an eligibility decision.
- Any HPE staff member who applies for HPE coverage cannot process (approve or deny) their own application.

- Eligibility determinations may only be performed by staff employed by the hospital at the location in which they work and determine eligibility.
- The hospital may not prescreen potential clients. However, the hospital may describe the eligibility qualifications to individuals who inquire about the program.

Section 2: Services and Payment

- HPE covers an array of Medicaid eligible services that may include medication, lab work, inpatient and outpatient care.
- During the HPE period, the client is able to receive treatment from other Medicaid Providers.
- Pregnant women HPE covers Medicaid eligible, pregnancy-related services including pharmacy and dental. This includes prenatal visits, prenatal lab tests, ultrasounds, prenatal vitamins. **It does not cover labor and delivery of the baby.**
- Hospitals will be paid at regular Medicaid rates for covered services. For questions regarding covered services, medical billing/payment, call Medicaid at: (801) 538-6155 or (800) 662-9651.

Section 3: Confidentiality

- All confidential information must be safeguarded from unauthorized disclosure and use. Staff who fail to safeguard confidential information may be subject to both civil and criminal penalties.
- Confidential information includes:
 - Identifying information, such as names, addresses, telephone numbers, social security numbers, etc.
 - Information used to determine eligibility, such as income, assets, medical reports and data, names of persons obligated to provide financial and medical support, etc.
 - Information about benefits and medical services provided to individual clients.
- Information that cannot be identified to particular applicants and clients is not confidential information. For example, information stating the total number of HPE clients is not confidential information because no one person can be identified by the general information.
- The hospital shall only access, use, or disclose data solely for the purposes of determining HPE.
- The hospital shall implement and maintain administrative, technical, and physical safeguards necessary to protect the confidentiality of the data and to prevent any unauthorized use or access. Any and all transmission or exchange of data and electronic records must take place via secure means.

Section 4: Fraud, Waste and Abuse

- To report suspected fraud, contact the DWS Information Fraud Hotline at (800)955-2210 or via email at wsinv@utah.gov.
- What you need to know when reporting fraud, waste or abuse:
 - It is helpful if you can provide any of the following information when reporting fraud, waste or abuse of the HPE Program:
 - HPE Provider, Medicaid Provider or client name
 - Date of birth
 - Address
 - Phone number
 - Medicaid ID or SSN
 - Other details about what you suspect may be happening that appears to be wrong
 - You may remain anonymous when reporting suspected fraud
 - You may be requested to provide your name so that the investigator can contact you if there are questions regarding your referral. However, you may request that your name is not used in conjunction with the case.
- For more information on reporting fraud, waste or abuse, visit:
<http://health.utah.gov/mpi/recipient.html>

Section 5: Completing the Paper Application

Always use the most current DOH application form. DOH will supply hospitals with applications and determination forms. These are the applications that must be used. HPE providers may NOT create their own application.

- The application serves as both a HPE application and an ongoing Medicaid application.
- Applying for ongoing Medicaid benefits is not a requirement for HPE. Clients may opt out of this service by checking the ox on page 8 of the application (Section K, question 8).
- Self-declaration is used for all factors of eligibility.
- If an applicant is unable to complete the application, they may assign an authorized representative to apply on their behalf.
 - Hospitals cannot require individuals to assign the hospital as their authorized representative.
 - The person who signs the application must be someone who can answer the questions on the application.
 - If an applicant is unable to write, he/she must make a mark on the application and have at least one witness to the signature.
- All required sections for HPE must be completed.

- Applications must be signed and dated or the application is incomplete. Unless a minor is living independently, a parent or responsible adult must sign the application.
- Review all questions on the application before making a determination.
- Coverage cannot begin before the date the application is signed and dated. If a determination is made after the application date, the start date for coverage is the date HPE is approved by the hospital.
- Send determinations to DWS within five business days from the date of the HPE determination.
- Providers must complete and immediately provide the client the Presumptive Eligibility Receipt once the determination is completed.
- Individuals can still receive HPE if they have other health insurance.

Section 6: Eligibility Criteria

Self-declaration is used for all eligibility criteria. Compare the responses on the application to the eligibility criteria listed in this section. Individuals who do not meet the criteria listed below are not eligible for HPE.

- Be a Utah resident.
- Be a U.S. citizen, Naturalized U.S citizen, U.S. National, or a qualified non-citizen.
 - U.S. Citizens are individuals born in any of the 50 states, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, and the Northern Mariana Islands.
 - U.S. Nationals are individuals born in American Samoa or Swain's Islands
 - Qualified non-citizens are individuals who are lawfully admitted into the U.S.
 - Certain individuals who entered the country after August 22, 1996 are barred from receiving HPE for five years after the date they became a qualified non-citizen. The 5 year bar, does not include children under the age of 19 who a qualified non-citizen or lawfully present.
 - Refer to Medicaid policy section 205-2 for a complete list and definitions of qualified non-citizen and statuses that are barred for the 5 years.
 - Refer to Medicaid policy section 205-2.1 for more information on lawfully present children under age 19.
 - Medicaid manual:
<https://bepmanuals.health.utah.gov/Medicaidpolicy/DOHMedicaid.htm>

Note: Individual's from the Marshall Islands and Deferred Action for Childhood Arrivals (DACA or dreamers) are **not** eligible for HPE.

- Except for pregnant woman HPE, an individual can only receive HPE one time in the current calendar year. Woman can receive pregnant woman HPE one time during each pregnancy.
- Must not currently be receiving Utah Medicaid, CHIP, UPP, PCN or HPE or Medicaid with a spenddown, even if the spenddown has not been paid. **Note: Medicaid eligibility must be checked on all applicants prior to making a determination. See Appendix E for information on how to check eligibility.**
- Must not have received a denial for Medicaid, CHIP, UPP or PCN within the past 30 days, unless household circumstances have changed. **For example,** if the client was denied for Medicaid because her income was too high and now reports that her income has changed; determine if the client is eligible for HPE.
- Has a gross household income at or below the income level for her household size. See section 9 on how to determine household size and section 10 for income information.
- There is no asset test.

Section 7: Medicaid Programs and Hierarchy

A HPE determination can only be completed for the Medicaid programs listed below. These are listed in order of hierarchy. Do not complete a determination for individuals in the household who are not wanting or needing HPE coverage:

- Child 0-5 (CM 0-5)
- Child 6-18 (CM 6-18)
- Parent/Caretaker Relative (PCR)
- Pregnant woman (PW)
- Former Foster Care (FC)
- Adult Expansion*:
 - Adults w/children
 - Adults w/out children

*The provider portal will automatically determine the appropriate Adult Expansion sub-group (adults w/children or adult w/out children) once the provider approves or denies the application. Providers using the paper application must determine the appropriate sub-group and indicate this on the PE Form 40.

Note: There is no HPE adult expansion emergency program.

A few examples of incorrect determinations:

- PCR for a child under 19
- CM 6-18 for a child under age 6
- PW for a male
- CHIP, Family or Emergency Medicaid for any individual

Section 8: Basic Program Requirements:

❖ Child Medicaid Age 0-5

- Income limit: 139% of the Federal Poverty Level (FPL).
- Can receive eligibility through the month in which they turn age 6.
- Parent(s) income is countable.
- A child does not have to live with a parent.

❖ Child Medicaid Age 6-18

- Income limit: 133% of FPL.
- Can receive eligibility through the month in which they turn age 19.
- Parent(s) income is countable.
- A child does not have to live with a parent.

❖ Parent/Caretaker Relative (PCR) Age 19-64

- Income limit: See income chart in Appendix 1.
- Determine coverage for the parent/caretaker(s) only.
- In the case of a two-parent/caretaker household, both parents/caretakers can be included in the coverage or if the parents are unmarried and live together, they can both receive coverage.
- The household must include the following individuals (living together):
 1. A parent, relative by blood, adoption or marriage of a dependent child who assumes primary responsibility for a child's care. This individual must be between 19-64 years old.

Note:

- a. Caretaker Relatives are parents and step-parents, grandfather and grandmother, brother or sister including step, half or adopted brother or sister, uncle or aunt, first cousin or child of a first cousin, nephew or niece, persons of prior generations designated by the prefix grand, great, great-great, or great-great-great, or spouses or former spouses of any of those individuals.
 - b. In certain circumstances, a non-parent caretaker relative could assume primary responsibility for the dependent child's care while the parent is in the home. Contact the HPE program specialist with any questions on how to determine if a non-parent caretaker relative meets this requirement.
 - c. The caretaker relative can receive eligibility through the month in which they turn age 65.
2. A dependent child who is deprived of the parent/caretaker's support.

Note:

- a. The child must either be under 18 or age 18 and a full time student who is expected to graduate before the age of 19. An unborn can count as an eligible child if the adult woman is in her 3rd trimester. If she is not in her 3rd trimester, determine if she qualifies for PW.
- b. Deprivation of support exists if the child has:
 - A parent that is deceased. This means that one parent is deceased and the surviving parent has not remarried.
 - A parent that is incapacitated. This means that either parent has a physical or mental incapacity and is an SSI recipient or has been determined to be disabled by the Social Security Administration or has been determined to be disabled by the State Medicaid Disability Office or is recognized as 100% disabled by the Veteran's Administration.
 - A parent in a two or more parent household is unemployed or employed less than 100 hours in the application month.
 - A parent who is absent from the home. This means a parent is absent and the expected duration of the absence is unknown, is an inmate of a public institution such as jail or prison, or the child is under joint custody. A child is **not** deprived of support if the parent is absent due to military service, employment, schooling or training, or plans to return to the home within 30 days from the application date.

❖ Pregnant Woman

- Income limit: 139% of FPL.
- The woman must be pregnant on the day of approval for HPE.
- If age 19 or older and lives with her parent(s), her parent's income is not countable.
- If under age 19 and living with her parent(s), her parents' income is countable.

❖ Former Foster Care Individuals

- Age 18 to 26. Eligibility runs through the month they turn age 26.
- The individual was receiving Medicaid when they aged out of foster care in any state on or after their 18th birthday.
- Individual was in the custody of DCFS, DHS or an American Indian Tribe when foster care ended. Persons in the custody of Juvenile Justice Services are not eligible.
- There is no income test.
- Must not be eligible for CM, PCR or PW.

❖ Adult Expansion 19-64

- Income limit: 95% of FPL.
- The individual cannot be eligible for any other HPE program or receiving Medicare.
- The individual must be between the ages of 19 and 64.

- The individual can receive eligibility through the month in which they turn age 65.
- If determining an adult with a child, the child must be the individual's child and the child must be under age 19.

NOTE: Due to the hierarchy of CM and PCR to PW, it is possible that a pregnant woman is determined eligible for CM or PCR. CM and PCR cover labor and delivery.

Section 9: Determining Household Size

With the exception of Former Foster Care, household size is determined by relationship and living arrangements. Do not include in the household size individuals who do not live with the person needing HPE coverage.

❖ Under Age 19

Include the following in the household size:

- The individual
- The individual's children
- If pregnant, the number of unborn children of the individual
- Legal spouse
- Parent(s) or step-parent(s)
- Any sibling under the age of 19

Note: Do not include adults in a child's household size if they are not a parent of that child, such as a grandparent or aunt/uncle.

❖ Over Age 19

Include the following in the household size:

- The individual
- If pregnant, the number of unborn children of the individual
- Legal spouse
- Children or step-children under the age of 19

❖ Former Foster Care

Include the following in the household size:

- The individual (always a household size of 1)

Example: Laurie (18) who is pregnant, lives with her boyfriend George and her parents Dave and Linda. She also has two siblings Gina (20) who is also pregnant and her brother Lane (15). The household size for Laurie is five. George is not included as they are not married and Gina is also not included as she is over the age of 18.

Section 10: Income

❖ General Rules

- Only the income of a parent is countable, unless a child under age 19 is not living with a parent, then that child's income will count.
- For earned income, count the gross income (before taxes and deductions).
- For self-employment, count the net income after business expenses.
- Applicants must self-declare income in Section K (even if income is zero).
- Applicant must declare which income is correct if there is a discrepancy in income posted in Sections D and K.
- The income of a child who is under age 19:
 - Is not countable if the child is living with a parent
 - Is countable if the child is not living with a parent
- Income of a sibling is not countable
- Income of a guardian or adult who is not the parent is not countable.
- FC does not have an income limit.
- The following apply for American Indian income:
 - Revenues from tribal ran gambling are countable
 - Tribal benefits are not countable
- The following income types are not countable:
 - Educational income
 - Veteran's income
 - Child support
 - SSI

Determining Income

❖ Determining Income Without Check Stubs

To determine monthly income without check stubs, you need to know how often the individual is paid, how many hours a week they work and their hourly rate.

➤ Paid "Weekly" or "Every Other Week"

- Multiply hours worked each week by the hourly rate. This will give gross weekly income.
- Multiply gross weekly income by 4.3. This will give the gross monthly income.

Example: Individual works 32 hours a week at \$11.25 an hour.

- 32 hours per week 'X' \$11.25 an hour = \$360 (weekly income).
- \$360 'X' 4.3 = \$1548 (monthly income).

➤ Paid "Twice a Month" or "Monthly"

- Use the 172 hour chart (appendix C)
 - Find the weekly hours the individual states they work in the left column. This will determine the monthly hours as shown in the right column.

- Multiply the monthly hours by the hourly rate. This will give you their gross monthly income.

Example: Individual works 29 hours a week at \$10.25 an hour.

- 29 weekly hours = 126 monthly hours.
- 126 monthly hours 'X' \$10.25 = 1,291.50 (monthly income)

❖ **Determining Income Using Check Stubs**

Check stubs are not required. However, if an applicant provides you with check stubs, determine income as follows:

➤ **Paid “Weekly”**

- Multiply gross amount on the check stub by 4.3.
 - Check stub shows gross income of \$512.50. Multiply \$512.50 by 4.3 = \$2203.75 (monthly income).

➤ **Paid “Every Two Weeks”**

- Multiply the gross paycheck amount by 2.15
 - Check stub shows gross income of \$412.55. Multiply \$412.55 by 2.15 = \$886.98 (monthly income).

➤ **Paid “Twice a Month”**

- Multiply the gross paycheck amount by 2.
 - Check stub shows gross income of \$680.01. Multiply \$680.01 by 2 = \$1360.02 (monthly income).

➤ **Paid “Monthly”**

- The gross amount on check is the gross monthly income.

Section 11: What Happens After An Eligibility Determination?

- ☑ Complete the Presumptive Eligibility Determination form (cover page) for all approved and denied paper applications. Make sure to complete all fields and include the denial reason if the applicant is not eligible.

Denial reasons are as follows:

- | | |
|--|---|
| 1. Not a U.S. citizen or eligible non-citizen | 6. Over the income limit |
| 2. Not a Utah resident | 7. No available HPE program |
| 3. Current CHIP, UPP, PCN, or Medicaid client | 8. Not enough information to determine HPE |
| 4. Medicaid denial in the past 30 days | 9. Issued HPE in the current calendar year |
| 5. Already received HPE or Baby Your Baby (BYB) for the current pregnancy | 10. No deprivation |

- ☑ Immediately provide a copy of PE Determination Receipt to the client.
 - Providers using the portal can download and print the notice.

- ☑ Hospital e-mails the complete paper application to DWS at hospitalPE@utah.gov within five working days.
 - **IMPORTANT:**
 - Applications will be used to determine regular Medicaid unless the client opts out.
 - Only submit one application per email.
 - Shred the paper application.
- ☑ The entire application must be sent with a completed Presumptive Eligibility Determination form. DWS will enter the HPE decision into the eligibility system and will send the approval/denial notice and medical card if approved.
- ☑ A new card will not be issued if the client is approved for ongoing Medicaid. The client will continue to use the card issued for HPE.
- ☑ HPE coverage will continue until DWS makes a decision for ongoing Medicaid. The day the decision is made for ongoing Medicaid is the same day the HPE program will end.
 - If the client opted out for ongoing Medicaid, HPE coverage will end on the last day of the month following the month HPE was approved.
- ☑ The following are circumstances when DWS will deny a hospital's decision:
 - An individual is currently receiving Medicaid, CHIP, UPP or PCN or Medicaid with a spenddown, even if the spenddown has not been paid.

NOTE: A newborn child who has been approved for HPE and whose mother was open for Medicaid in the month of birth is eligible for Medicaid until the age of one.

Section 12: CHECK LIST

Complete the following:

- ☑ Make sure all required HPE sections of the application are complete, including a signature and date.
- ☑ Help the customer complete the application if needed.

Note: Although the applicant is only required to complete the questions for HPE, you must submit the entire application. Completing the entire Medicaid application may expedite eligibility for ongoing medical coverage.
- ☑ Provide the client a notice of approval and/or denial.
- ☑ Send the entire application to hospitalPE@utah.gov within five business days. This includes both approved and denied applications.
- ☑ Shred the paper application.

Educate the client on the following:

- ☑ Inform the client they can use their HPE coverage with any Utah Medicaid Provider.

- ☑ Inform the client to stop using HPE benefits if they are denied for ongoing Medicaid.
 - If the client continues to use HPE coverage after being denied for ongoing medical assistance, they may be responsible to pay back any benefits received.
- ☑ Inform the client if they are approved for ongoing Medicaid, they will continue to use the same wallet-sized card that was issued for HPE.
- ☑ Inform the client that DWS may contact them for additional information for ongoing eligibility (if they did not opt out ongoing medical).
- ☑ Inform anyone approved for the HPE "Pregnant Woman" program that only pregnancy related outpatient services are covered. Labor and Delivery are not a covered service.
- ☑ Inform the client that they can only receive HPE once per calendar year even if they did not use the benefits. **Exception:** A pregnant woman can receive presumptive eligibility once per pregnancy including HPE and BYB.

PART 3 Presumptive Eligibility Portal (PEP)

Section 1: What is the Presumptive Eligibility Portal (PEP)?

- PEP is a comprehensive application system that provides the following features:
 - Application serves as both a HPE application and an ongoing Medicaid application (unless the client opts out).
 - Ability for HPE providers to help a client complete an application. The client must electronically sign and date the application (in person) or electronically sign, date, and return the signature to the HPE Provider via email.
 - Ability for HPE Providers to process applications received through PEP.
 - Application available in both English and Spanish

Section 2: Access to PEP

To obtain access to PEP:

1. Contact the HPE Program Specialist (hpepolicy@utah.gov) to request access to PEP. The following information must be included with your email request:
 - HPE Provider contact information (name, phone number and email)
 - Location
 - Date the HPE Provider will begin processing HPE applications on PEP.
2. The program specialist will then provide you training on PEP.
3. After completing the training, you will go through a registration process by creating a user name (your email) and a password, then selecting your hospital site. You will then receive an email confirming your registration, asking to verify your registration information. UDOH will then approve your access at which point you will receive an enrollment approval email.
4. Once your account has been activated, you can manage HPE applications by logging in at: <https://peportal.medicaid.utah.gov/PEPProviderAdmin>
5. If you no longer work with HPE, contact the program specialist immediately to close your PEP account.
6. If you see other HPE Providers listed on PEP and they no longer administer HPE, contact the program specialist immediately to remove their names.

Section 3: Summary of PEP Process

1. HPE Provider views list of all pending applications.
2. HPE Provider reviews application.
3. HPE Provider checks current Medicaid eligibility for all applicants.
 - Use the Provider Lookup Tool or call the Medicaid hotline to verify eligibility.
4. HPE Provider makes eligibility decision.
5. HPE Provider prints out and gives to client, notice of approval/denial.
6. DWS receives information and enters HPE Provider's decision into the eligibility system (do not submit a Presumptive Eligibility Determination form as required with paper applications).
7. DWS processes ongoing application (unless applicant opts out) and notifies applicant of decision.

Section 4: Confidentiality

- The same confidentiality and release of information requirements mentioned in Part 2, Section 3 apply to PEP.
- When you are working in the system, SIGN OUT if you leave your desk at any time. You must maintain strict protection and confidentiality of the information in the system. Do NOT share your password with anyone else including co-workers. If a co-worker or anyone else needs access to PEP, that individual needs to set up his own account.
- Do not email any client identifying information, including Social Security Numbers.

PART 3**APPENDICES****Appendix 1: INCOME CHART****Effective April 1, 2019**

Household Size	Parent & Caretaker Relative (PCR) Age 19-64	Pregnant Woman & Child Medicaid Age 0-5	Child Medicaid Age 6-18	Adult Medicaid	Former Foster Care Individuals Age 18-26
		139% FPL	133% FPL	95% FPL	No Income Limit
1	\$438	\$1407	\$1346	\$989	
2	\$544	\$1907	\$1825	\$1339	
3	\$678	\$2408	\$2304	\$1689	
4	\$797	\$2908	\$2782	\$2039	
5	\$912	\$3408	\$3261	\$2389	
6	\$1012	\$3909	\$3740	\$2739	
7	\$1072	\$4409	\$4219	\$3089	
8	\$1132	\$4910	\$4698	\$3439	
9	\$1196	\$5410	\$5176	\$3789	
10	\$1257	\$5910	\$5655	\$4139	

Appendix 2: 172 Hour Chart

Use this chart when a client is paid “monthly” or “twice per month”. Find the weekly hours the client states they work in the column on the left. This will determine the monthly hours as shown in the right column in order to calculate the monthly gross income.

Average Hours Worked Per Week	Monthly Hours
40	172
39	169
38	163
37	160
36	155
35	151
34	146
33	143
32	138
31	134
30	129
29	126
28	120
27	117
26	112
25	108
24	103
23	100
22	95
21	91
20	86
19	83
18	77
17	74
16	69
15	65
14	60
13	57
12	52
11	48
10	43
9	40
8	34
7	31
6	26
5	22
4	17
3	14
2	9
1	5